

EXECUTIVE DOCUMENT CHECKLIST

Documents Required	Recruit for Established Career reserved (CR) position	Establish New Position (CR/General) and Recruit	Select			Reassignment: Voluntary/ Directed or ST/SL Reassignment	Detail	Retitle (no classification change)	Transfer In	Transfer Out, Retire, or Abolish
			Initial Career	LT/LE or NC	ST/SL					
Per SES Streamlining memo dated 2/15/05, email the following documents to OHRM Director: notice of Bureau's intention to recruit, vacancy announcement, and recruitment plan.	X									
CD-590 Executive Personnel Transaction			X	X	X	X	X	X	X	X
Memorandum Justifying Request		X	X	X	X	X	X	X	X	
Recruitment Plan		X								
Position Description (3 PTQs maximum) or Statement of Unclassified Duties, as appropriate		X		X	X	X	X	X	X	
Signed PD Cover Sheet (CD 516) with PMSO sheet (make sure the position sensitivity is indicated)		X	X	X	X	X	X	X	X	
Organization and Staffing Charts (Crosswalk if reorganizing)		X		X	X	X		X		
Written Notice of Reassignment						X				
Evaluation Statement		X		X	X	X		X		
Qualification Standard		X	X	X	X	X		X	X	
Certification Statement		X	X	X	X	X			X	
Vacancy Announcement		X	X						X	
Rating & Ranking Plan		X								
Bio/Resume/CV/Application (with Executive Core Qualifications where appropriate)			X	X	X	X	X		X	
Pay Rate Analysis			X	X	X				X	
Memo from Bureau's Security Office indicating employee has the appropriate clearance and investigation for the designated sensitivity level of the new position; also include security waiver, if granted.			X	X	X	X			X	

Note: Except for documents emailed per Streamlining Memo, please submit originals of each document (with original signatures as appropriate) in the order shown on this checklist.

Department of Commerce, Office of Human Resources Management, Office of HR Operations and Executive Resources, Ph.: 202.482.3827

G:\OER\Pending\Gail\checklist – OER documents November 2, 2005